

ETD Formatting Checklist

The complete list of ETD Formatting Requirements is available at <http://www.pdx.edu/ogs/etd-formatting>.

This checklist is NOT a substitute for carefully reviewing our Formatting Requirements

because it is not a comprehensive list of all formatting requirements.

However, it does cover the most common mistakes we see when auditing ETDs.

Reviewing your ETD against this checklist is designed to help ensure the formatting of your ETD is correct before your submission to OGS.

Entire document

- ☐ Proper margins throughout: 1.5" on left margin, 1" on top, bottom, and right margins. Page numbers **are included** in the margin requirement, i.e., all page numbers must be a full inch from the edge of the page.
- ☐ All text must be 12 point font, with the following exceptions:
 - Tables may be reduced to a minimum 10 point font.
 - Figures and appendices do not have a minimum font requirement but must be legible.
 - Captions for tables and figures may be reduced to a minimum 10 point font.
 - Footnotes and endnotes may be reduced to a minimum 10 point font.
- ☐ All text must be double spaced, with the following exceptions:
 - Dedication
 - Table of Contents
 - List of Tables and List of Figures
 - Chapter titles and headings
 - Block quotes
 - Bulleted and numbered lists
 - Tables and figures
 - Captions for tables and figures
 - Footnotes and endnotes
 - Terminal reference section
 - Appendices

Title Page

- ☐ Your Title Page must be formatted to the **exact** specifications of our sample pages. See the ETD Formatting Requirements, near the very bottom, for information and sample pages with and without markups.
- ☐ The Title Page does not have a page number.

Copyright Notice Page

- ☐ This page is required if you register your copyright. If you do not register your copyright, this page is optional but recommended.
- ☐ The entire content of this page is the copyright symbol (©) followed by your year of graduation and your name exactly as it appears on your Title page, centered on one line.
- ☐ The Copyright Notice Page does not have a page number.

Prefatory pages, which consist of, in order:

- Abstract (required)
 - Dedication (optional)
 - Acknowledgments (optional)
 - Table of Contents (required)
 - List of Tables (required if tables included in the ETD)
 - List of Figures (required if figures included in the ETD)
 - Glossary or List of Abbreviations/Symbols (optional)
 - Preface (optional)
- ☐ Your prefatory pages are numbered with lower case Roman numerals (i, ii, iii, iv, etc.), with a page number printed on every page.
- ☐ Your Abstract does not begin with the two prefatory statements that were previously used in our paper formatting guidelines (“An Abstract of the thesis/dissertation of...” and the title).
- ☐ Each of the elements in your prefatory pages (Abstract, Table of Contents, etc.) must begin on the top of a new page.
- ☐ Tables and Figures in your Appendices must not be listed in your List of Tables and List of Figures.
- ☐ Appendices must have titles (both in the Table of Contents and in the text of your ETD).

Text of the ETD, which consists of, in order:

- Body of the ETD, divided into chapters or major sections
 - Endnotes, if used in your ETD
 - Terminal references
 - Appendices, divided into A, B, C, etc., divisions
- ☐ Beginning with the first page of Chapter 1, the text of your ETD is numbered with Arabic numerals (1, 2, 3, 4, etc.) through to the end of your document. A page number must be printed on every page.
- ☐ Each major section (each chapter, terminal references, each appendix, etc.) must begin on the top of a new page.
- ☐ The numbering of your chapters must match between your Table of Contents and the text of your ETD. For example, if your Chapters are numbered 1, 2, 3, etc. in your Table of Contents, they must be number 1, 2, 3, etc. in your text, not I, II, III, or One, Two, Three.
- ☐ Watch to ensure minimum margins are maintained throughout the document; tables and figures cause the biggest problems.
- ☐ If a table or figure is turned to landscape orientation, the page number must remain in portrait orientation and retain the same location as on all other pages.